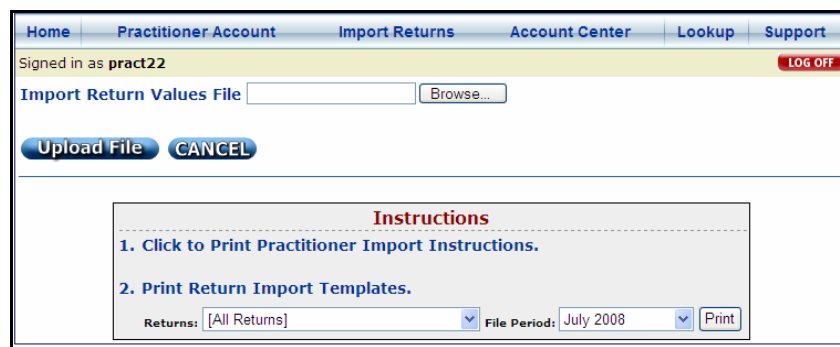# Importing Return Files – Practitioner

The import is accomplished with a comma delimited text file. The file can contain multiple returns with different locations for multiple clients. Clients must already be setup in ParishE-File.com and have authorized you as their Practitioner.

Create the import file using the program of your choice. Be sure to save your import file in a secure and accessible location. Refer to the **File Structure** guide to ensure your file is formatted correctly and meets the specifications for the return and period.
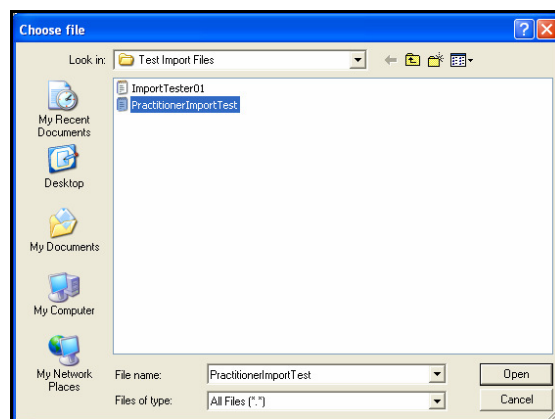
▼**To import returns:**
1. Click **Import Returns** on the menu bar. The **Import Page** appears.
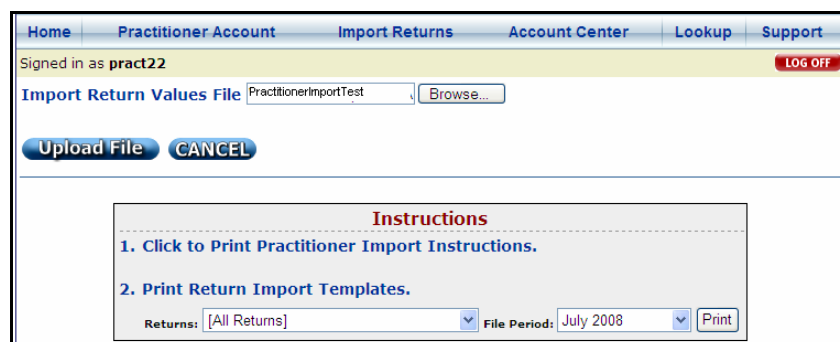2. To find the import file, click the **Browse** button.

3. Select the file. Then click **Open**.

4. The file name appears in the field. Click **Upload File**.

5. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file. If there are no errors detected, move to the section below labeled **No Errors**.

Errors:

If there are any errors in the file, the import status displays **[Show Errors].** Click **[Show Errors]** to see the line location and description of the errors.

Home	Practitioner Account	Import Returns	Account Center	Lookup	Support

Signed in as **pract22**   LOG OFF

Import Return Values File [   ] Browse...

Import	Return	Business	Location	File Period	Import Status
☑	Parish Sales Tax	Testco	Secondary Location	07/2008	OK
☑	Parish Sales Tax	Testing are Us		06/2008	[Show Errors]

Upload File   Import   CANCEL

The error in following screen shows that the Location Identifier and User Name do not correspond. Click **Cancel**.

Home	Practitioner Account	Import Returns	Account Center	Lookup	Support

Signed in as **pract22**   LOG OFF

Import Return Values File [   ] Browse...

Import	Return	Business	Location	File Period	Import Status
☑	Parish Sales Tax	Testco	Secondary Location	07/2008	OK
☑	Parish Sales Tax	Testing are Us		06/2008	[Hide Errors] [Rapide, 6/08,57,joeblow1]: Location ID Not Valid For this User [Rapide, 6/08,57,joeblow1]: This return has not been setup for filing. Please go to AccountInformation->Return Setup to setup your return.

Upload File   Import   CANCEL

6. Revisit the original file to reconcile the error:
> Rapide,6/08,57,joeblow1
> Line1,10540
> Line2,20
> Line3,30
> Line4,40
> Line5,50
> Line6,60
> Line7,70
> Line9,90
> Line10,100
> Line8,80
> Line8_Explanation,special deduction test
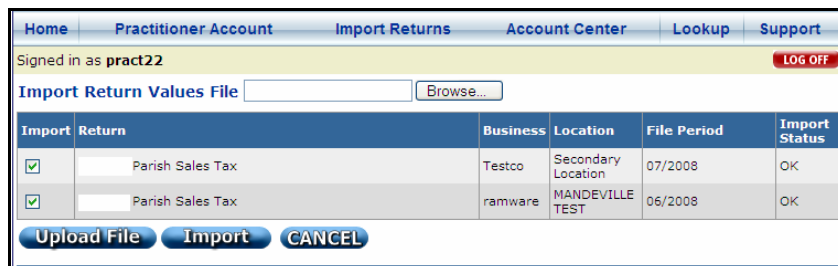> LineA_13,10000.00
> LineB_13,10000.00

The correct User Name for Location Identifier 57 is joeblow, not joeblow1. Edit the information and save the file. Upload the new file following the same procedure.

No Errors:

If there are no errors in the file, the import status displays **OK**.

The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to returns that should not be imported.

7. To import the checked returns, click **Import**.
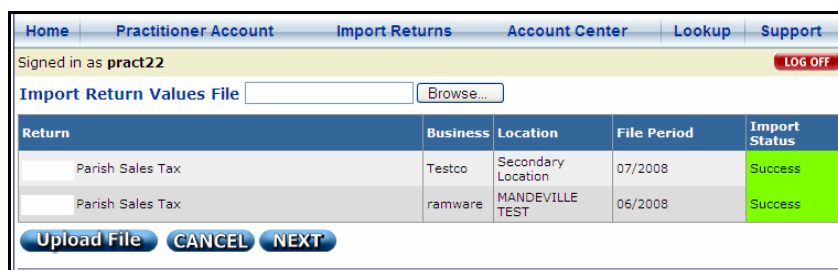
8. The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**. Click **Next** to continue the filing process.

    Note: A successful import does **not** mean that the return has been filed.

File Structure

There are two parts to the file, the Header and the Return Data. Each return included in the file must contain both parts and a separator.

In order to import correctly, the import file must meet the following specifications:

The Header

The Header line contains the Short Name of the Return, the File Period (MM/YYYY), the Location Identifier, and the User Name of the client.

The Short Name for each return is listed in a table at the end of this document.

The Location Identifier is a numeric ID unique to a business and its location. To find the Location Identifier, select a User Account. Click **Account Center** on the menu bar. Then, click **Business Locations**. Select the location from the drop-down menu. The Location Identifier is the **Import ID**.
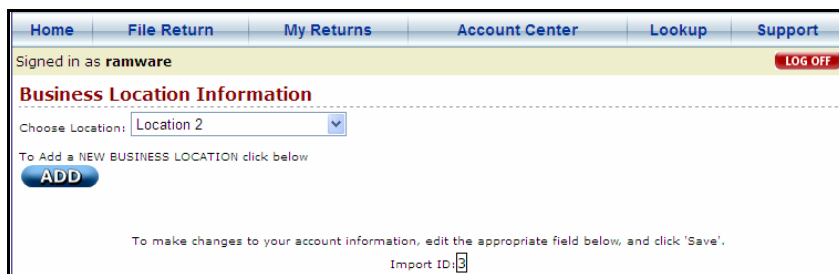
The User Name is the User Name listed for the company on the Practitioner Account screen.

The example Header line below indicates a Rapides Parish sales tax return for May 2008, business location with Location Identifier 11, and User Name MyClient1.

Example Header:
     RAPIDE,5/2008,11,MyClient1

The Return Data

Use the line labels printed on the **Return Import Templates** to determine where to enter amounts and which line labels to use.

▼**To access the Templates**:
1. Click **Import Returns** on the menu bar. The **Import Page** appears.

2. Select a **Return** and **File Period** from the drop-down menus. Then, click **Print**.

This is part of the Rapides Parish sales tax return for June 2008:

Any field on the template without a line label cannot be imported because it is a calculated field.

The Return Data lines contain the line label and dollar amount. To enter Adjusted Gross sales of 1000.00 in Line 13 Column B on the return, enter **LineB_13,1000.00** in the import file.

If an entry is made on lines 8-10 (other deductions), an explanation is required. Explanations in Lines 8-10 cannot exceed 50 characters.

To enter an Explanation in line 8 on the return, enter **Line8_Explanation,Newspapers** in the import file.

Example Return Data:
        Line1,2033.43
        Line8,33.43
        Line8_Explanation,Newspapers
        LineA_13,1000.00
        LineB_13,1000.00
        //////////

The return separator must follow each return, including the last return in the file. It consists of ten forward slashes (/).

Below is an example of a complete import file for multiple taxpayers. This file shows a Louisiana State return for June 2008, Location Identifier 55, MyClient1, **and** a Rapides Parish Sales Tax return for June 2008, Location Identifier 54, MyClient2.

Example:
```
LA,6/2008,55,MyClient1
Line1,1000
Line2,50
//////////
RAPIDE,6/2008,54,MyClient2
Line1,1100
Line8,100
Line8_Explanation,Special Deduction
LineA_13,1000
//////////
```

Short Name List

Short names for all returns will be available October 1, 2008.

Return	Short Name	Return	Short Name
Acadia Parish Sales Tax		LaSalle Sales Tax	LASALL
Allen Parish Sales Tax		Lincoln Parish Sales Tax	
Ascension Parish Sales Tax	ASCENS	Livingston Parish Sales Tax	
Assumption Parish Sales Tax	ASSUMP	Madison Parish Sales Tax	
Avoyelles Parish Sales Tax		Morehouse Parish Sales Tax	
Beauregard Parish Sales Tax		Natchitoches Parish Sales Tax	
Bienville Parish Sales Tax		NO Exhibition Hall Authority	
Bossier City Hotel/Motel		Orleans Parish Hotel Tax	
Bossier Parish Sales Tax		Orleans Parish Sales/Parking Tax	
Caddo-Shreveport Sales Tax	CADDO	Ouachita Parish Sales Tax	
Calcasieu Parish Sales Tax	CALCAS	Plaquemines Parish Sales Tax	
Caldwell Sales Tax	CALDWE	Pointe Coupee Parish Sales Tax	
Cameron Parish - NO PARISH SALES TAX COLLECTED		Rapides Hotel/Motel Sales Tax	
Catahoula Sales Tax	CATAHO	Rapides Parish Sales Tax	RAPIDE
Claiborne Parish Sales Tax		Red River Parish Sales Tax	
Concordia Sales Tax	CONCOR	Richland Parish Sales Tax	
DeSoto Parish Sales Tax		Sabine Parish Sales Tax	
East Baton Rouge Hotel/Motel Tax		St. Bernard Parish Sales Tax	
East Baton Rouge Parish		St. Charles Parish Sales Tax	
East Carroll Sales Tax	ECARRO	St. Helena Parish Sales Tax	
East Feliciana Parish Sales Tax		St. James Parish Sales Tax	
Evangeline Parish Sales Tax		St. John Parish Sales Tax	
Franklin Parish Sales Tax		St. Landry Parish Sales Tax	
Grant Parish Sales Tax		St. Martin Parish Sales Tax	
Iberia Parish Sales Tax		St. Mary Parish Sales Tax	
Iberville Parish Hotel/Motel		St. Tammany Parish Sales Tax	
Iberville Parish Sales Tax		State of Louisiana Sales Tax	
Jackson Parish Sales Tax		Tangipahoa Parish Sales Tax	
Jackson Parish Hotel/Motel		Tensas Sales Tax	TENSAS
Jefferson Davis Parish Sales Tax		Terrebonne Parish Sales Tax	
Jefferson Davis Hotel / Motel Tax		Union Parish Sales Tax	
Jefferson Hotel/Occupancy East Bank		Vermilion Parish Sales Tax	
Jefferson Hotel/Occupancy West Bank		Vernon Parish Sales Tax	
Jefferson Airport Tax District		Vernon Parish Hotel/Motel	
Jefferson Airport Tax Food/Drug		Washington Parish Sales Tax	
Jefferson Parish Food and Drug		Washington Rolling Paper Tax	
Jefferson Parish General Sales		Webster Parish Sales Tax	
LA Hotel/Motel		West Baton Rouge Sales Tax	
LA Hotel/Motel (Orleans & Jefferson Parish)		West Carroll Parish Sales Tax	
Lafayette Parish Sales Tax		West Feliciana Parish Sales Tax	
Lafourche Parish Sales Tax		Winn Parish Sales Tax	